

Report for Week Ending 11 February 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 22 actions requiring the printing of 386,700 copies or sets of blank forms,
- (2) One new and 9 revised forms were approved.
- (3) Thirty nine forms were obsoleted.

b. Ten thousand sets of the new Employee Suggestion form were received, however, the printer had neglected to spot carbonize or die cut the carbon paper on the part 3. This error caused the employee's name to register on a space allotted for signature of the Executive Secretary. A visit to the GPO prompted the printer to correct his error. The corrected copies have been tentatively scheduled for delivery in two weeks.

25X1

2. Assignments - Active

- (1) Thirteen new and 29 revised forms.
- (2) Eight Employee Suggestions.

All other projects progressing normally.



25X1